

North Carolina State Government Internship Program SUMMER 2013 INTERNSHIP APPLICATION

Youth Advocacy & Involvement Office, 1319 Mail Service Center, Raleigh, NC 27699-1319

Applications MUST be typed

Applications must be postmarked by Monday, December 10, 2012. Late applications will not be considered.

All materials must be mailed in ONE envelope.

Applicants who fail to submit all required information will be ineligible.

Please carefully check to ensure that your application packet is complete and includes all required documents.

REQUIRED MATERIALS CHECKLIST

Please check and submit the following:

- ☐ Original Application Form ☐ Cover letter ☐ Resume
- ☐ Transcript(s): Unofficial copies acceptable. Transcripts MUST include ALL undergraduate and graduate/law grades. Transcripts MUST INCLUDE OVERALL GPA. (If grades for some courses are unavailable, submit an official schedule/course list.)
- ☐ Legal writing sample (Law students ONLY) cannot exceed three pages.

In addition to the original application packet, please submit an additional application packet for each project to which you are applying.

Please check and submit the following for each project choice* (up to 5):

- ☐ Application Form ☐ Cover letter ☐ Resume ☐ Legal writing sample (Law students ONLY)

*If you have applied for 5 projects, you MUST submit a total of 6 applications, 6 cover letters, 6 Resumes, 1 Transcript, and 6 writing samples (Law students ONLY).

*If you have applied for 4 projects, you MUST submit a total of 5 applications, 5 cover letters, 5 Resumes, 1 Transcript, and 5 writing samples (Law students ONLY).

*If you have applied for 3 projects, you MUST submit a total of 4 applications, 4 cover letters, 4 Resumes, 1 Transcript, and 4 writing samples (Law students ONLY).

*If you have applied for 2 projects, you MUST submit a total of 3 applications, 3 cover letters, 3 Resumes, 1 Transcript, and 3 writing samples (Law students ONLY).

*If you have applied for 1 project, you MUST submit a total of 2 applications, 2 cover letters, 2 Resumes, 1 Transcript, and 2 writing samples (Law students ONLY).

NAME: Last, First, Middle		NAME CALLED (if other):	
PERMANENT ADDRESS (street, apartment number, city, state, zip code):			
PERMANENT PHONE:	DRIVER'S LICENSE STATE & NUMBER:	COUNTY OF PERMANENT ADDRESS:	
PREFERRED MAILING ADDRESS (street, apartment number, city, state, zip code):			
PREFERRED PHONE:	E-MAIL ADDRESSES (<i>notification will be made via e-mail so check accounts frequently!</i>):		
	Primary:	Alternate:	
I am a: <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident of NC <input type="checkbox"/> Other (specify):			

SCHOOL NAME (List city & state if not in NC):	
MAJOR/CURRICULAR PROGRAM (if declared):	
CREDIT HOURS IN PROGRAM (if declared):	
TOTAL GRADE POINT AVERAGE:	
MAJOR GRADE POINT AVERAGE (if applicable):	
YEAR IN SCHOOL:	
<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> CommCollegeYr1 <input type="checkbox"/> CommCollegeYr2 <input type="checkbox"/> Grad Student <input type="checkbox"/> Law1 <input type="checkbox"/> Law2	
Will you be continuing your education in Fall 2013? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, where/what program?	
ARE YOU A PERMANENT RESIDENT OF NORTH CAROLINA? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<i>(Please note: Attending college in NC does not solely qualify permanent residency. Questions? Contact the Youth Advocacy and Involvement Office.)</i>	
LIST DATES OF RESIDENCE IN NC:	
If attending a school <i>in North Carolina</i> , DO YOU PAY IN-STATE TUITION OR RECEIVE AN IN-STATE GRANT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If attending a school <i>outside of North Carolina</i> , DO YOU PAY OUT-OF-STATE TUITION? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Other (Explain):	
HOW DID YOU HEAR ABOUT THE NC STATE GOVERNMENT INTERNSHIP PROGRAM? (check all that apply)	
<input type="checkbox"/> Career Services Center <input type="checkbox"/> Friend, Family Member <input type="checkbox"/> Other Please specify:	
<input type="checkbox"/> Professor or Academic Department <input type="checkbox"/> State Agency, State Employee, Legislator	
<input type="checkbox"/> Internet/Online Search/YAIO Website <input type="checkbox"/> Campus Career Fair/Info Session Please list event/location	

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PROJECT CHOICES: (Fill out **A or B** below as appropriate.)

A. For original application: List all project choices (up to 5 allowed) by project number and title.

Submit an additional application for each project choice by completing "B" below (see "Application Process" in 2013 Program Booklet)

Project #: Title:	Project #: Title:	Project #: Title:	Project #: Title:	Project #: Title:
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B. For individual project choices (as identified above): Specify only one internship project per copy. This copy will be mailed by YAIO to the internship project designated below.

PROJECT NUMBER	PROJECT TITLE
RELEVANT COURSE WORK:	

STATE GOVERNMENT POLICY PROHIBITS DISCRIMINATION BASED ON RACE, GENDER, COLOR, CREED, NATIONAL ORIGIN, AGE OR DISABILITY. The information requested below will in no way affect you as an applicant. Its sole purpose is to determine how well our recruitment efforts are reaching all segments of the population.

GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	ETHNIC ORIGIN(S): <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian (include Pacific Islander) <input type="checkbox"/> American Indian (include Alaskan native) <input type="checkbox"/> Hispanic <input type="checkbox"/> Other:
DATE OF BIRTH:	
DISABILITY: <i>The reporting of a disability is strictly VOLUNTARY. Information reported on this form will be kept confidential as required by State law. Public disclosure of this information without your consent would be a violation of G.S. 126-27.</i>	
Fill in blank(s) as appropriate. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> None/Prefer not to report	

EXTRACURRICULAR ACTIVITIES (include leadership roles)

SCHOOL ACTIVITIES:
COMMUNITY & VOLUNTEER:

WORK HISTORY

Present or last employer, city and state:	Dates of employment:
Duties:	Job Title:
Employer, city and state:	Dates of employment:
Duties:	Job Title:
Employer, city and state:	Dates of employment:
Duties:	Job Title:

Have you been a paid government intern before (college level)? If yes, mark the appropriate spaces.

☐ Federal Government ☐ State Government ☐ Local Government ☐ Other

Name of Agency or Organization:

Are you related by blood or marriage to any state employee? If yes, please complete this section.

NAME: RELATIONSHIP: (spouse, mother, brother, etc.) WHERE EMPLOYED:

Have you served honorably in the Armed Forces of the State or the United States? ☐ YES ☐ NO

Do you have a service-connected disability? ☐ YES ☐ NO

At the time of this application are you the spouse of a deceased veteran? ☐ YES ☐ NO

At the time of this application are you the spouse of a disabled veteran? ☐ YES ☐ NO

Give dates of your (spouse's) qualifying active military service:

ENTERED SEPARATED BRANCH RANK

Are you a member of the Military Reserves? ☐ YES ☐ NO

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HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION? (A conviction does not mean that you cannot or will not be hired. The offense and how recently you were convicted will be evaluated in relation to the projects for which you apply.) ☐ YES, I have been convicted. **If yes, explain fully on a separate page (required).** ☐ NO, I have not been convicted.

BY SIGNING OR INITIALING BELOW, I CERTIFY THAT THE INFORMATION GIVEN IN THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

APPLICANT SIGNATURE/INITIALS: _____ DATE: _____